

**APPLICATION TO
CONVERT A PROVISIONAL CAREER AND TECHNICAL EDUCATION (CTE) TO A STANDARD CTE
CERTIFICATE**

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

GENERAL INFORMATION

This form is used to apply for convert a Provisional CTE certificate to a Standard CTE certificate.

INSTRUCTIONS

Submit the following documents:

Checklist:

- ☐ Completed *Application to Convert a Provisional CTE certification to Standard CTE certificate*
 - Answer EVERY Criminal History question, sign and date the application.
 - If you answer “Yes” to any Criminal History questions, submit a completed [Explanation of Incident form](#).
- ☐ A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint card.
- ☐ Documentation of completion of all required coursework to qualify for the Standard CTE certificate. Please see your Provisional CTE evaluation for details on requirements that must be satisfied to qualify for the Standard CTE certificate. Submit the following to document completion of required coursework:
 - Official transcripts from an accredited institution; and/or
 - Certificates of training showing completion of CTE professional development hours. Fifteen clock hours of training is equivalent to one semester hour of coursework. Professional development hours must be approved by the Arizona Department of Education-CTE unit and must be documented on the CTE-approved certificate of training.
- ☐ Professional Knowledge Secondary Exam. Submit **ONE** of the following:
 - A passing score report on the NES Assessment of Professional Knowledge: Secondary OR AEPA Professional Knowledge Secondary (replaced by NES Assessment); **OR**
 - A passing score report on a comparable Professional Knowledge Secondary exam from another state/agency; **OR**
 - Verification of 3-years of full-time teaching in grades K-12. Submit a [Verification of Teaching Experience](#) form completed and signed by the District Superintendent or Personnel/HR Director to verify teaching experience.
- ☐ Two years satisfactory teaching in the appropriate secondary CTE area during the valid term of the Arizona Provisional CTE area. Submit the [CTE Evaluation Verification](#) form, completed and signed by an appropriate administrator, to document satisfactory teaching evaluations.
- ☐ Structured English Immersion (SEI) endorsement. Applicants must currently hold, or qualify for and apply to add, an SEI, full English as a Second Language (ESL) or full Bilingual endorsement. If you are applying for the full SEI endorsement, submit a copy of the SEI training certificate **or** an official transcript showing the approved SEI course. Note: Due to a Board rule change effective June 22, 2015, applicants who completed 45 clock hours or 3 semester hours of SEI training to qualify for the Provisional SEI endorsement are **not** required to complete additional training for the full SEI endorsement.
- ☐ Arizona and US constitution requirements. Submit an official transcript OR exam score report documenting completion of the AZ and US constitution requirements.
- ☐ Check or money order for the amount due, made payable to the Arizona Department of Education (**ADE**). Cash will not be accepted. Fees are: \$60 per Provisional CTE certificate to be converted; \$60 if adding the SEI endorsement; \$20 if removing the AZ and or US constitution deficiencies.

Please note: Certification fees will not be refunded even if you do not qualify for the requested service.

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 • Telephone: (602) 542-4367

Page 2 of 2